WISE (Women in Science & Engineering) Peer Mentor

Department: Residence Life

Location: WISE Learning Community (Elizabeth Waters Hall)

Compensation:
• Level 1 – $10.00
• Level 2 – $10.75
  o A $100.00 Housing food card per semester is also provided to be used for eating with WISE residents

Hours:
• 8-10 hours per week between 7:45am – 4:30pm, some evenings and weekends
  o Availability between 5:00pm and 7:00pm on Mondays and Tuesdays to attend WISE staff meetings and WISE seminar classes.
• Flexible scheduling based on academic availability and operational need
• Summer hours not available
• Additional Scheduling Notes:
  o Fall 2016: 40 hours of training during fall training and opening weeks (beginning August 24, 2016 through September 2, 2016)
  o Attend Connecting College and Careers (C cubed) Workshop: November 19, 2016.
  o Attend Spring 2017 Training (January 14 – 16, 2017)
  o The commitment of substantial amounts of time to interests other than academic or staff responsibilities requires prior approval from the supervisor. Outside time commitments should be a maximum of 6-10 hours per week. Internship/practicum/production experience that require staff to be absent from campus more than 16 hours a week, including, but not limited to, student teaching, theater, nursing, and pharmacy could impact candidacy.

Qualifications:
• Peer Mentors must have lived in the WISE Residential Learning Community.
• Peer Mentors must have completed 2 semesters of college post high school (summer school does not count as a semester)
• Must have a minimum 2.50 GPA at the time of application, at the time of job offer, and at the end of the academic year prior to employment. Staff are expected to maintain the 2.50 GPA minimum each semester throughout employment.
• You cannot be on any sort of University Disciplinary probation for academic or non-academic reasons.

Position Summary: Peer mentors work to build meaningful relationships with residents to assist them in their transition experience at UW-Madison. This will take place through formal and informal interactions that will
provide guidance, information, and encouragement in academic work (especially STEM courses), student involvement, and career development

**Supervisor:** This position is supervised by the WISE Intern, Program Coordinator, and Residence Life Coordinator.

**Duties & Responsibilities:**
Division of University Housing is committed to demonstrating our Core Values: **Care** in how we approach people and our work; **Creativity** in solving problems; **Integrity** in our interactions with staff and customers; **Optimism**, focusing on opportunities and positive outcomes; **Respect** for the differences, strengths, and potential in people; **Stewardship** of human, financial and natural resources; and **Excellence** in customer satisfaction and communication.

- Attend, assist with set-up, and facilitate small group discussion at the Fall and Spring WISE Seminar.
- Work with the WISE team in planning, organizing, implementing and evaluating various activities for both semesters.
- Complete weekly program reports as assigned by the WISE Intern.
- “Host” weekly hours on the floor to be available to residents.
- Lead small group and individual one-on-one meetings with residents for support and progress assessment in transition to college.
- Attend other key events.
- **Additional Level 2 Criteria:**
  - Must have 9 months of active work in this position.

**Knowledge/Skills:**
- Effective communication with WISE staff and Waters Hall Residence Life Staff.
- Timeliness when completing administrative tasks.
- Knowledge of academic resources for WISE residents.
- Demonstrated understanding of the needs and interests of WISE residents.

**Application Instructions:**
- To apply go to [https://onlineservices.housing.wisc.edu/hronlineapp/index.jsp](https://onlineservices.housing.wisc.edu/hronlineapp/index.jsp) (2016-2017) and submit your online application, including a resume, work history, and supplemental questions.
- Deadline to ensure priority consideration is **11:59pm on Wednesday March 30th, 2016.**

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